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28 June 1960

OFFICE OF SECURITY NOTICE #60-7

FOR: All Office of Security Personnel

SUBJECT: Field Office Reorganization

1. Effective 1 September 1960, the following change in the Office of Security organizational structure is hereby announced.

2. The functions, responsibilities and staff of the Headquarters Field Office will be transferred to the [REDACTED]

3. Excepted from this notice will be the Outside Agency Name Check program and the review of RI files which functions will be delegated to Security Records Division as soon as details can be worked out.

4. During the period of transition necessary for the proper implementation of this change, HFO will function according to present procedures.

5. The personnel of HFO have made a very valuable contribution to the security program of the Agency and to this Office. This action transferring the responsibilities of HFO is being effected only to meet the Agency policies of streamlining organization and conservation of manpower. This action is in no way to be construed as a reduction in force.

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[REDACTED]
Shirley Edwards
Director of Security

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